

**DESIGN REVIEW COMMISSION AGENDA**  
**COEUR D'ALENE PUBLIC LIBRARY**  
**WASTEWATER CONFERENCE ROOM**  
**765 W. HUBBARD**  
**Thursday May 11, 2017**  
**12:00 pm**

**12:00 P.M. CALL TO ORDER:**

**ROLL CALL:** Ives, Ingalls, Lemmon, Messina, Pereira, Gore, Green, Ward

**APPROVAL OF MINUTES:**

April 20, 2017

**PUBLIC COMMENTS (non-agenda items):**

**COMMISSION COMMENTS:**

**STAFF COMMENTS:**

**NEW BUSINESS:**

1.     Applicant:     Verdis on Behalf of Tharaldson Hospitality  
       Location:     1347 W. Riverstone Drive  
       Request:     Verdis on behalf of Tharaldson Hospitality is requesting a third meeting with the Design Review Commission for the design of a new 5-story, 96 room Staybridge Hotel in the Riverstone Development. The subject property is in the C-17 (commercial at 17units/acre) zoning district.  
                      **(DR-3-17)**
  
2.     Applicant:     Miller Stauffer on behalf of ignite CDA and the City of Coeur d'Alene  
       Location:     214 N. 3<sup>rd</sup> Street, 308 E. Coeur d'Alene, 310 E. Coeur d'Alene and 213 N. 4<sup>th</sup> Street.  
       Request:     Miller Stauffer, on behalf of Ignite CDA and the City of Coeur d'Alene is requesting a second meeting with the Design Review Commission for the design of a new 4-level, 360 space public parking garage in the Downtown Core (DC). The structure will cover the entire half block south of Coeur d'Alene Avenue, between 3rd and 4th Street and north of the alley.  
                      **(DR-4-17)**

**ADJOURNMENT/CONTINUATION:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_,  
to continue meeting to \_\_\_\_\_, at \_\_\_ p.m.; motion carried unanimously.  
Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn meeting; motion carried unanimously.

***\*The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Shana Stuhlmiller at (208)769-2240 at least 24 hours in advance of the meeting date and time.***



# MINUTES



**DESIGN REVIEW COMMISSION  
MINUTES  
LOWER LEVEL, COMMUNITY ROOM  
702 E. MULLAN  
Thursday April 20, 2017  
12:00 pm**

**COMMISSIONERS PRESENT:**

George Ives, Chairman  
Jon Ingalls  
Joshua Gore  
Tom Messina  
Rick Green  
Michael Pereira (Alternate)  
Phil Ward (Alternate)

**STAFF MEMBERS PRESENT:**

Tami Stroud, Planner  
Shana Stuhlmiller, Administrative Assistant

**COMMISSIONERS ABSENT:**

Jef Lemmon

**CALL TO ORDER:**

The meeting was called to order by Chairman Ives at 12:00 p.m.

**APPROVAL OF MINUTES:**

Motion by Ingalls, seconded by Messina, to approve the minutes of the Design Review Commission meeting on March 30, 2017. Motion approved.

**COMMISSION COMMENTS:**

Chairman Ives introduced our new Commissioner, Phil Ward, and announced that Mike Dodge sent an email announcing he is retiring from the Design Review Commission.

**STAFF COMMENTS:**

None

**PUBLIC COMMENTS:**

None

**NEW BUSINESS:**

1. Applicant: Verdis on Behalf of Tharaldson Hospitality  
Location: 1347 W. Riverstone Drive  
Request: Verdis on behalf of Tharaldson Hospitality is requesting a second meeting with the Design Review Commission for the design of a new 5-story, 96 room, Staybridge Hotel in the Riverstone Development. The subject property is in the C-17

(commercial at 17units/acre) zoning district.  
**(DR-3-17)**

Tami Stroud, Planner, presented the staff report and explained that Verdis, on behalf of Riverstone Hospitality LLC, is requesting a second meeting with the Design Review Commission for the design of a five-story, 96 room hotel. The proposed hotel will contain +/- 82,380 SF over the five-floors. The proposed hotel will consist of rooms only; no restaurant or meeting rooms will be provided. The subject property is in the C-17 (Commercial at 17units/acre) zoning district.

- Parking for the project will be located in the front along Riverstone Drive and along the sides of the proposed structure.
- The applicant has proposed off-site parking for 28 of the 96 required parking spaces. The applicant will be required to submit an agreement to the Legal Department to review the proposed off-site parking.
- On March 30, 2017, the Design Review Commission discussed the following items:
  - Rooftop mechanical equipment and screening - The applicant has noted that they are providing screening for all rooftop equipment. During permit review, staff will require the applicant to submit illustrations to verify the "line of sight" for the proposed project.
  - Air conditioning units for individual hotel rooms facing the streets (Northwest Boulevard and Riverstone Drive).
  - The applicant's representative stated they planned to use landscaping to soften the angle of the roofline on the pool equipment portion of the building. Staff also suggested that the applicant explore options for other roofing materials rather than metal roofing for the pool equipment room. The applicant said they would discuss this suggestion with the applicant.
- The applicant is providing 68 on-site parking spaces in the front, and on both sides of the proposed hotel.
- The applicant is proposing the 28 remaining parking stalls to be provided in a nearby existing parking area within the Riverstone Development.
- The applicant is also required to provide an agreement for the off-site parking to be reviewed and approved by the city attorney, which guarantees that the parking will be maintained and reserved for the use served.
- The City Engineer has also required that a "Traffic Impact Study" be submitted for review and analysis. Should significant traffic concerns require modification to the proposed site plan, the applicant may be required to come back to DRC for an additional review.
- The applicant has requested no design departures.
- The applicant has updated their site plan showing the area for landscaping, parking access, sidewalks and amenities, and elevations of the conceptual design for all sides of the proposal.
- She explained the Design Review Commission can discuss the following during the final meeting: refined site plan and elevations, large scale drawings of entry, street level facade, site amenities, samples of materials and colors, and finished perspective renderings.
- Ms. Stroud concluded her presentation and asked if the commission had any questions.

Commission Comments:

Commissioner Green inquired where the 28 parking spaces will be located.

Ms. Stroud pointed on the site plan where the additional off-site parking will be located and explained that the applicant will be required to submit an agreement to the city Legal Department for their review and approval.

Commissioner Green inquired if this is private or public parking.

Ms. Stroud explained when Riverstone was developed 2006 and 2007, staff looked at parking for this

project as campus style parking. She explained that the development included the theater and why they considered this to be shared parking since anyone going to the movies wants to always get a parking space as close as possible.

Chairman Ives inquired when the Traffic Impact Study will be done.

Ms. Stroud explained that Chris Bosley, City Engineer, will provide a timeline and until that study is done, no permits will be issued. She explained if the traffic study indicates that the applicant will need to make modifications to the proposed plan, that plan will need to come back to the Design Review Commission for review.

Public testimony open.

Sandy Young, applicant representative, provided the following statements:

- She noted that staff covered all the points.
- She went through the list of items in the staff report that the Design Review Commission requested to be changed:
  - Staff suggested the developer consider changing the roofline and materials on the pool equipment room to provide a better vantage point. She stated they plan to use landscaping to soften the angle of the roofline on the pool equipment portion of the building.
  - Roof materials on the pool equipment room. She explained that they were going to use some type of metal on the pool roof, but after hearing the commission's feedback, will have to discuss other options to use on the roof with the architect to provide an alternative.
  - Screening on the roof top – Staff has requested that they submit a drawing showing the line of site of the hotel from Northwest Boulevard.
  - Landscaping – She explained that the landscape plan shows additional landscaping added to the north end of the site.

Commissioner Messina inquired if the applicant could provide a 3-D drawing showing how the hotel will look from Northwest Boulevard at the next meeting.

Commissioner Ingalls concurred.

Commissioner Messina inquired on the site plan it shows two out buildings and questioned what those are for.

Ms. Young explained that one of the buildings is for a trash enclosure and the other will store the hotel grill.

Commissioner Ward stated that he does not have concerns of how high the hotel is, but is concerned how Northwest Boulevard is elevated, and questioned if the applicant will be providing additional landscaping to help soften the view from Northwest Boulevard. He noted that the applicant indicated putting in a Colorado spruce on the corner and inquired if there is going to be any additional landscaping behind the hotel.

Ms. Young explained that there are currently some trees along Northwest Boulevard and at a recent meeting with the Fire Department, they looked at the site plan, and recommended not placing a lot of landscaping behind the building in case they needed to get behind it if there is an emergency.

Merle Van Hough, applicant architect, added that there are a few existing trees on Northwest Boulevard and explained that the existing terrain will not allow any more.

Ms. Young addressed Commissioner's Ward question; if additional landscaping could be added that might be appropriate and if the commission has any suggestions on the type of landscaping they want to see, they will take those suggestions back to their landscape architect for discussion. She stated that they want this hotel to look nice.

Chairman Ives noted that listed the C-17 Design Guidelines addresses street trees, and hopes the applicant looks at all these requirements

Ms. Young stated that they are aware of all the Design Guidelines and plan to exceed all the landscaping requirements and provided the following statements:

- The screening on the roof will be hid by a parapet wall.
- Parking was addressed by staff.
- She showed a rendering of the parking lot showing an outline of the parcel, and stated with the addition of the paid parking stalls will meet staff's requirement for parking.
- This project provides an advantage to Riverstone by adding additional impervious area to help promote proper drainage which will meet stormwater's requirements for drainage.
- She stated they agreed to do a traffic analysis for two reasons: 1 - to see if our hotel will have any impact to traffic in Riverstone, and 2 - What the options are to help elevate congestion and traffic flow. They have met several times with staff to discuss this issue and they don't want to have any frustrated customers coming to the city with complaints.
- She stated that they have looked at all the Design Guidelines listed for this property and this project will meet or exceed those requirements.
- Ms. Young explained that they recently met with the Riverstone Board to take a look at the type of stone they are proposing on the hotel and the they suggested the "Eldorado Stone" be considered and the Riverstone Board suggested using the same type of stone used on the Northwest Dermatology Building which is similar as the "Eldorado Stone" but more of a Northwest feel. The Riverstone Board also asked that the pool area be screened.

Chairman Ives inquired if they have had any recent discussions with McDonalds regarding the letter they submitted regarding parking.

Ms. Young explained that McDonalds had concerns with an earlier site plan submitted that showed the hotel facing the other way, and since then they have obtained a copy of a recent site plan showing the hotel facing away, and since getting a copy of the site plan, have not been in contact with McDonalds.

Ms. Stroud concurred and that McDonalds called staff recently stating that they did receive a new site plan and didn't have any comments.

Commissioner Messina inquired regarding the type of sign being considered for the hotel and inquired if the sign will be similar to the Hampton Inn's sign, also in Riverstone.

Ms. Young explained that they have discussed a small monument sign similar to the rendering that is presented.

Commissioner Messina suggested if the applicant could bring at the next meeting, a 3-D drawing to include the type of signage to be used. He feels that he doesn't want a sign to be a distraction from Northwest Boulevard.

Ms. Stroud summarized a list of items for the applicant to bring back at the next meeting:

- Add additional landscaping buffer along Northwest Boulevard and using Northwest Boulevard as the vantage point and how it will look.
- Trees in the parking areas per the Design Guidelines and using one of the graphics provided to

show the commission what that would look like with the added trees.

- The type of signage to be used and how it would look from Northwest Boulevard.
- Would like to see a 3-D model of what the building will look like from Northwest Boulevard.
- Chairman Ives suggested a computer model of the street facade and site amenities.

Ms. Young would like to request a special meeting since they have a tight deadline.

Chairman Ives suggested talking to staff and see what they can do.

Commissioner Ward stated he approves of the additional walkways added to Riverstone and feels that if there are parking issues; those are the applicant's concerns, and not ours. He stated that he is concerned with the egress and ingress and the traffic study. He explained that the traffic study is a useful tool to see how the other approaches such as Starbucks and McDonalds would align with the hotel. He stated that he has great confidence in staff that things will get done right.

Commissioner Green concurred with Commissioner Ward's testimony and inquired if the applicant has requested any more curb cuts.

Ms. Stroud explained that the City Engineer has expressed those concerns to staff and the applicant. She feels once the traffic study is done, they will be able to have a meeting with staff and the applicant to go over those concerns.

Mary Brown commented that she concurs with Commissioner Ward's comments. She is happy that a traffic study is going to be done to help with congestion in the area.

Public testimony closed.

Discussion:

The commission discussed having a third meeting, so the applicant can provide additional items that the commission has requested. Staff stated that they have chosen May 11<sup>th</sup> as the next Design Review meeting.

Mr. Green inquired if the traffic study will be done for the next meeting.

Ms. Young answered yes.

Ms. Stroud explained that the Design Review Commission will look at the design of the building and that the traffic study will be reviewed by the City Engineer.

Commissioner Ingalls commented that the parking numbers, curb cuts, and the traffic study really play into this design. He stated this is a design review and not a project review. He feels that the things we are concerned about like traffic and curb cuts are items we don't make a decision on.

Ms. Stroud explained that if there is a significant change to the plan at the third meeting, the Design Review Commission has an option to request a fourth meeting. She stated that has happened only one other time, but is allowed as necessary.

**Motion by Ingalls, seconded by Gore, to approve Item DR-3-17 to a third meeting. Motion approved.**

ROLL CALL:

Commissioner Ingalls	Voted	Aye
Commissioner Messina	Voted	Aye

Commissioner Green	Voted	Aye
Commissioner Pereira	Voted	Aye
Commissioner Gore	Voted	Aye
Commissioner Ward	Voted	Aye

Motion to approve carried by a 6 to 0 vote.

2. Applicant: Miller Stauffer on behalf of ignite CDA and the City of Coeur d'Alene  
Location: 214 N. 3<sup>rd</sup> Street, 308 E. Coeur d'Alene, 310 E. Coeur d'Alene and 213 N. 4<sup>th</sup> Street.  
Request: Miller Stauffer, on behalf of Ignite CDA and the City of Coeur d'Alene are requesting Design Review Commission's Early Design Consultation for the design of a new 4-level, 360 space public parking garage in the Downtown Core (DC). The structure will cover the entire half block south of Coeur d'Alene Avenue, between 3rd and 4th Street and north of the alley.  
**(DR-4-17)**

Tami Stroud, Planner, presented the staff report and explained that Miller Stauffer Architects, on behalf of Ignite CDA and the City of Coeur d'Alene, are requesting Design Review Commission's Early Design Consultation for the design of a 360 space, 4-story, public parking garage. The subject property is in the Downtown Core (DC) zoning district, which is required to comply with the Downtown Design Guidelines.

- The proposed parking garage will have access from both 3rd Street and Coeur d'Alene Avenue. The street level will provide for canopies, faux display windows, accent colors and signage to screen the actual use, and soften the façade.
- The faux windows could be used to display public art or by local merchants to create a more interactive pedestrian environment.
- A space is reserved within the structure to potentially house a future commercial tenant at the street level along 3rd street.
- The structure is also designed to accommodate potential future pedestrian sky bridges connecting the parking facility with the buildings on the north side of Coeur d'Alene Avenue as well as the buildings south of the alley.
- There are no design departures requested.
- The Design Review Commission may consider discussing the following during this meeting:
  - Orientation
  - Massing
  - Relationships to existing sites and structures
  - Surrounding streets and sidewalks
  - How the building is seen from a distance
  - Requested design departures, if any
- Ms. Stroud showed various photos of the property at different directions.
- Ms. Stroud concluded her presentation and asked if the commission had any questions.

There were no questions for staff.

Public testimony open.

Michael Walker, Miller Stauffer Architects applicant representative, provided the following:

- Showed a site photo of the property.
- Public parking will be provided as part of the requirements for the Downtown Core.
- Showed an aerial site photo showing the uses around the property.
- Showed the site plan of the garage.



- Requesting two-curb approaches with the first one off of 3<sup>rd</sup> street and the other one off of Coeur d'Alene Avenue.
- This parking garage will supply 360 parking spaces which will help alleviate parking issues downtown.
- He explained the architectural features for the garage and will adhere to the Design Guidelines to make this structure blend with the existing neighborhood.
- Will provide Masonry store fronts, windows, signs and provide areas for landscaping.
- Operational items include potential bridging and designing with the lower level to be independent.
- Showed renderings of the first, second and third level floor plans of the building designed with a race track design with the in/out off of third street.
- Vertical circulation will be located in each corner to give good access to parking. Showed another area that could be for small retail store front space that would be off of Third Street. He indicated another area that could possibly be a bus stop. Showed a rendering of the top level that will be a partial of the total foot print of the garage to include a cul-de-sac on the upper floor to allow people a place to turnaround when they get to the top floor.
- Showed a model of the massing of the building and noted how this building will blend with the existing buildings.
- Showed a drawing of a possible connection with the other buildings.
- Mr. Walker concluded his presentation and asked if the commission had any questions.

Commission Comments:

Chairman Ives inquired if the applicant indicated on the drawing of the surrounding properties that the Olympia Restaurant has three stories.

Mr. Walker stated that the Olympia Restaurant is a tall, one-story structure.

Commissioner Ingalls referenced an aerial view of the project showing a more polished rendering of how the building will look completed.

Mr. Walker explained that we have presented this project to different agencies and apologizes that the renderings show the project at a more completed phase. He stated that he can show other renderings if the commission wants.

Chairman Ives would discourage showing those photos for reasons during the first meeting we are limited to what we can discuss.

Mr. Walker understands and will not show the photos.

Chairman Ives inquired on the rendering showing where the stairs will be located if the height of that portion of the building will be as tall as the Federal Building.

Mr. Walker answered that the height will be within one to two feet of the garage. Parking structures are different to the floor area.

Chairman Ives commented that this parking garage will be less of an obstruction to the skyline than he had envisioned.

Commissioner Messina commented the Design Guidelines addresses setbacks and asked if the applicant could explain.

Ms. Stroud stated that she will need to look that up and have an answer before the meeting is done.

Commissioner Ingalls commented that he concurs with the Chairman Ives about seeing additional photos. He stated if you look at the Design Guidelines, they are more tailored for a building on Sherman Avenue

and not a garage. He stated this will not be a “dull” parking garage since the applicant has included enhanced architecture and a retail space. He feels for this project, there are only two of the guidelines that apply, such as: entrances and ground level details and stated this is a different “duck”.

Mr. Walker feels their goal is to have the building look as attractive as possible.

Ms. Stroud addressed the question from Commissioner Messina regarding setbacks and explained setbacks are triggered if building floors are over 45 feet in height.

Commissioner Messina stated from looking at the renderings of the outside of the building, it looks like the wall is all concrete. He suggested providing some design into the concrete, so there isn't just a flat wall of concrete. He indicated this could be a piece of artwork placed on the wall.

Chairman Ives stressed that the code is still enforced for downtown and read from the code the Purpose and Intent.

Commissioner Ward feels he doesn't have an objection to the parking garage and only wants it to be efficient and cost effective. He feels that the building is 300 ft. long and likes the design of the ground floor. He referenced the upper-level of the building and inquired if there is a way to enhance that side of the building when going up, so people traveling south on Third Street won't be looking at a blank wall. He liked where the handicap parking was located. He commented that he knows the grade level is different in this area. He explained that Third and Fourth Streets are one way and if someone coming North on 4<sup>th</sup> Street, you would need to make a U-turn to get into the garage. He would like to see some type of traffic control.

Keith Wagner inquired if there will be an elevator in the building, and after seeing pictures of the skybridge, inquired if the applicant would be able to have an enclosed one on 3<sup>rd</sup> street. He stated that he didn't see any crosswalks as part of the design and feels that those would be important.

Chairman Ives explained that at the first meeting, the applicant is limited to what the Design Review Commission can see.

Commissioner Messina cautioned the applicant on showing renderings that show more than what we are allowed to discuss. He feels these renderings can muddy the waters.

Public Testimony closed.

Ms. Stroud explained that as the commission goes through the list of Design Guidelines, staff has crossed out the ones that aren't applicable.

Commissioner Ingalls feels that what he heard from the applicant that this will be an up-scale garage that fits within an existing building.

Chris Greggemos inquired if there will be more levels added in the future.

Mr. Walker explained that the City of Coeur d'Alene and ignite asked that they look into the possibility of adding additional levels in the future. He answered yes; it can be done, but is not realistically feasible. He explained the cost of one additional parking level takes away other parking and would shut the parking garage down. They advised the City Council and ignite if that is something they want they may need to find another site.

Mr. Greggemos inquired if there will be charging systems provided in the garage.

Mr. Walker commented that it has been discussed but not decided.

Public testimony closed.

**Motion by Messina, seconded by Periera, to approve Item DR-4-17 to a second meeting. Motion approved.**

**ADJOURNMENT:**

Motion by Messina, seconded by Ingalls, to adjourn the meeting. Motion approved.

The meeting was adjourned at 1:30 p.m.

Prepared by Shana Stuhlmiller, Public Hearing Assistant

DRAFT

A decorative border composed of alternating light and dark purple diamonds surrounds the central text. The diamonds are arranged in a grid pattern, with the light purple diamonds forming the outer edge and the dark purple diamonds filling the inner space.

NEW

BUSINESS

**DESIGN REVIEW COMMISSION  
STAFF REPORT**

**FROM:** TAMI STROUD, PLANNER  
**DATE:** MAY 11, 2017  
**SUBJECT:** DR-3-17: REQUEST FOR A FINAL MEETING WITH THE DESIGN REVIEW COMMISSION FOR A FIVE (5) STORY, 96 ROOM "STAYBRIDGE SUITES" HOTEL IN THE C-17 (COMMERCIAL) ZONING DISTRICT  
**LOCATION:** 1347 W. RIVERSTONE DRIVE

**APPLICANT/OWNER**  
Riverstone Hospitality LLC  
1836 Northwest Boulevard  
Coeur d'Alene, ID 83814

**APPLICANT'S REPRESENTATIVE:**  
Verdis  
601 E. Front Avenue, Ste. #205  
Coeur d'Alene, ID 83814

**SITE MAP:**



**DECISION POINT:** Verdis, on behalf of Riverstone Hospitality LLC, is requesting a third and Final meeting with the Design Review Commission for the design of a five-story, 96 room hotel. The proposed hotel will contain +/- 82,380 SF over the five-floors. The proposed hotel will consist of rooms only; no restaurant or meeting rooms will be provided. The subject property is in the C-17 (Commercial at 17 units/acre) zoning district.

A project over 50,000 square feet, or located on a site five (5) acres or larger is subject to Design Review Commission Review in the C-17 (Commercial) zoning district.

**ACTION:** The Design Review Commission will provide feedback to the Applicant and ensure that the proposed structure meets the intent of the Commercial Design Guidelines (C-17 & C-17L). The Commission may provide direction to the Applicant to rectify aspects of the design, to bring it more into compliance with the Commercial Design Guidelines.

**GENERAL INFORMATION:**

17.09.320: A. Development applicants shall seek to engage with the City review processes as soon as possible, before numerous substantive design decisions are made and fixed. Therefore, initial meetings with the City shall not include definitive designs, but rather broader descriptions of the development program and objectives, the constraints and opportunities presented by the site, and an analysis of the neighborhood setting that surrounds the site. The City intends to work in a collaborative fashion so the outcome can meet both the goals of the City and the Applicant, as well as address concerns of people who live and own property and businesses in close proximity to the development.

**A. AERIAL VIEW:**



## **B. PROJECT ANALYSIS**

The Applicant is requesting a Final meeting with the Design Review Commission for the design of a five-story, 96 room hotel. The proposed hotel will contain +/- 82,380 SF over the five-floors. The subject property is just west of McDonalds and directly east of Starbucks. The proposed hotel will consist of rooms only; no restaurant or meeting rooms will be provided. The proposed hotel will be located toward the rear portion of the subject property.

Parking for the project will be located in the front along Riverstone Drive and along the side(s) of the proposed structure. The applicant has also proposed off-site parking for 28 of the 96 required parking spaces. The applicant will be required to submit an agreement for the Legal Department to review for the proposed off-site parking for the use.

The Applicant's Project Summary is included in the packet.

**On April 20, 2017, the Design Review Commission discussed the proposed hotel project with the applicant's representative and requested additional detail on the following items:**

- Provide a graphic showing a landscape buffer along Northwest Boulevard
- Show the proposed hotel from the Northwest Boulevard vantage point the "line of site"
- Provide a landscape plan showing trees within the parking lot per the guidelines
- Provide proposed signage along Northwest Boulevard

### **Evaluation:**

The applicant will be providing additional information on the above-noted discussion items during their PowerPoint Presentation.

In addition, the City Engineer has received the "Traffic Impact Study" for the Staybridge Hotel site and has no objection to the findings. The study finds that the driveway approach will operate an acceptable Level of Service (LOS) and the LOS for the traffic signal at Riverstone Drive and Lakewood Drive will be unchanged. Left turn configurations for the approach and Riverstone Drive will be evaluated for mitigation during the building permit stage.

## **C. REQUESTED DESIGN DEPARTURES:**

- NONE.

**D. SITE PHOTOS:**

**VIEW OF SUBJECT PROPERTY LOOKING EAST TOWARD NW BLVD:**



**VIEW OF SUBJECT PROPERTY LOOKING SOUTH TOWARD RIVERSTONE DR:**

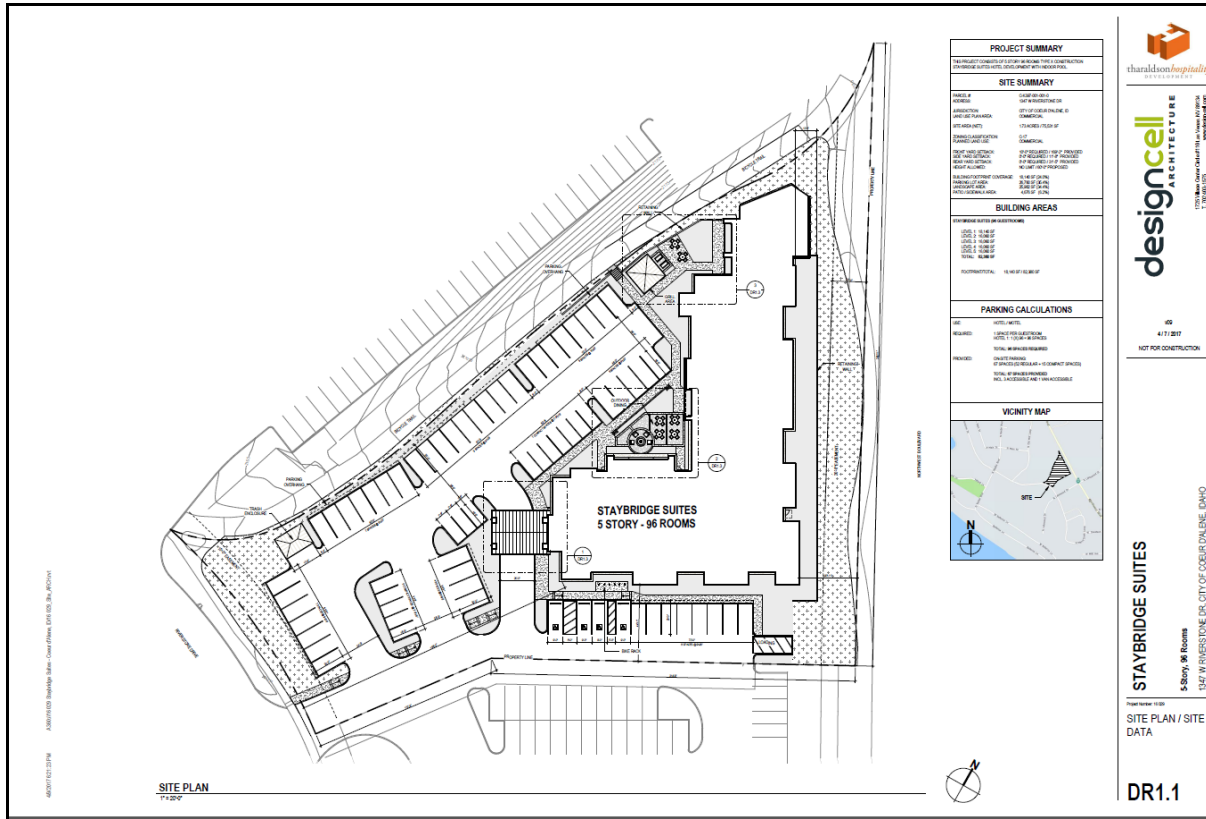




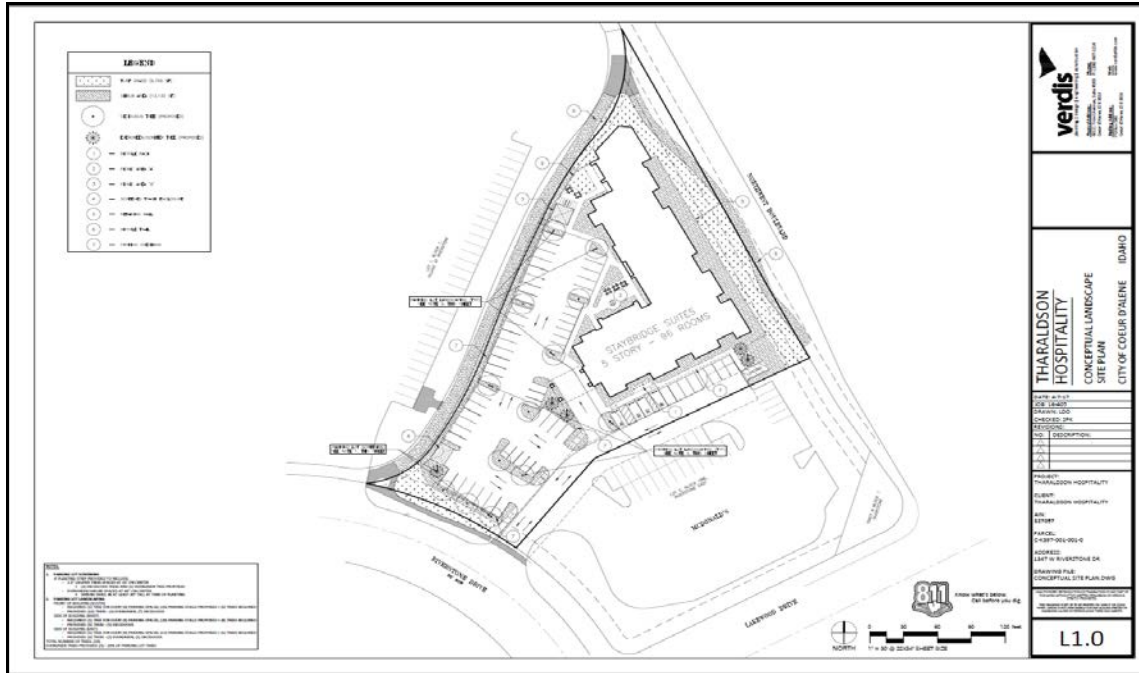
**SUBJECT PROPERTY FROM MCDONALD'S LOOKING WEST**



**SITE LAYOUT:**



**CONCEPTUAL LANDSCAPE SITE PLAN:**



**RENDERING - LOOKING SOUTH ALONG NORTHWEST BOULEVARD TOWARD HOTEL:**



**RENDERING - LOOKING TOWARD HOTEL FROM NORTHWEST BOULEVARD:**



**RENDERING - LOOKING TOWARD HOTEL FROM RIVERSTONE DRIVE AT THE ENTRANCE INTO STARBUCKS:**



**RENDERING - LOOKING TOWARD PROPOSED HOTEL FROM CENTENNIAL TRAIL:**



**RENDERING WITH LANDSCAPING - LOOKING AT HOTEL ENTRANCE FROM RIVERSTONE DRIVE:**



**RENDERING WITH LANDSCAPING - LOOKING AT HOTEL FROM NORTHWEST BOULEVARD:**



**During the Final meeting with Design Review Commission, discussion includes:**

Refined site plan and elevations; large scale drawings of entry, street level façade, site amenities; samples of materials and colors; and finished perspective renderings.

**Commercial design guidelines for consideration are as follows:**

- *Curb Cuts: Width and Spacing.*
- *Sidewalks Along Street Frontages.*
- *Street Trees.*
- *Grand Scale Trees.*
- *Walkways.*
- *Residential/Parking Lot Screening.*
- *Parking Lot Landscaping.*
- *Lighting.*
- *Screening of Service and Trash Areas.*
- *Screening of Rooftop Equipment.*
- *Entrance Visible from Street.*
- *Windows Facing Street.*
- *Treatment of Blank Walls.*

**ACTION:** The Design Review Commission will provide feedback to the Applicant and ensure that the proposed structure meets the intent of the C-17/C-17L (Commercial/Limited Commercial) zoning districts. . The Commission may provide direction to the Applicant to rectify aspects of the design to bring it more into compliance with the design guidelines. The Design Review Commission may approve, approve with conditions, or deny the design.



**APPLICANT'S  
NARRATIVE**

# Memo

To: City of CDA Design Review Committee

From: Sandy Young, President/Principal Planner  
On behalf of Tharaldson Hospitality

Date: March 14, 2017

Re: DRC Narrative for Staybridge Suite Hotel at Riverstone

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Verdis, on behalf of Tharaldson Hospitality, is requesting approval of a new five story, 96 room hotel to be constructed on one of the last remaining lots in Riverstone. The new hotel, a Staybridge Suites, will be located on Lot 1, Block 1, Riverstone East, just west of McDonalds and directly east of Starbucks. McDonalds and Staybridge will share the existing approach onto Riverstone Drive. No new approaches will be created.

The lot is 1.78 acres in size. The hotel will contain a total of 82,380 square feet spread over 5 floors. The new hotel will consist of rooms only - no restaurant or meeting rooms. The total footprint of the building will be 18,140 square feet, covering approximately 23% of the site. A surface parking lot will provide 72 parking spaces to serve the hotel.

The site is zoned C-17. This project proposes no deviations to the City's commercial design guideline standards. It is before your committee simply because the structure is over 50,000 square feet in size.


This proposal supports the Objectives of the City's Commercial Design Guidelines in the following ways:

1. It will provide an emphasis on pedestrian movement by providing connectivity to the existing Centennial Trail and by providing new sidewalk access to adjacent businesses. No new approaches onto Riverstone Drive preserves current ingress and egress patterns. The Centennial Trail bisects the property on the west side and will remain unobstructed during construction.
2. The subject site is vacant and unimproved. There is no vegetation to preserve. Landscaping improvements added to the site will serve to provide a soft edge to this development and will enhance not only the surrounding businesses but the view shed from adjoining streets.
3. The impervious area created for the parking lot will be the minimum needed to provide the demand for on-site parking. An already paved parking area just to the west will provide additional parking. Tharaldson Hospitality is purchasing that lot as well. The use of an existing parking area reduces the creation of new impervious area that would contribute to additional stormwater runoff.
4. New grassy swales will be designed to treat and handle the infiltration of any stormwater runoff generated from this site. New trees will provide shade on a blighted site void of any vegetation other than dry grass/weeds.
5. Lighting fixtures will be carefully chosen to prevent glare and spillover of lighting and will be Dark Sky compliant.
6. The building design and siting have been carefully planned to add value to the character and quality of the area. The parking lot has been designed to face the interior of Riverstone rather than Northwest Blvd. Orientation and massing have been considered and have been chosen in this conceptual design to make the most - aesthetically and practicably - of the site.


There will be no blank walls visible from any direction. The entrance will be clearly visible from Riverstone Drive. Rooftop equipment will be screened from the ground level of Northwest Blvd.

On behalf of Tharaldson Hospitality I thank you for your consideration and welcome any comments you may have.





# **FINDINGS**



**COEUR D'ALENE DESIGN REVIEW COMMISSION  
FILE NUMBER DR-3-17  
RECORD OF DECISION**

**A. INTRODUCTION:**

Verdis, on behalf of Riverstone Hospitality LLC is requesting a Second and Final meeting with the Design Review Commission for the design of a five-story, 96 room hotel. The proposed hotel will contain +/- 82,380 SF over the five-floors. The proposed hotel will consist of rooms only; no restaurant or meeting rooms will be provided. The subject property is in the C-17 (Commercial at 17units/acre) zoning district.

**B. SUMMARY OF EVIDENCE RECEIVED:**

1. The first meeting with the applicant was held on March 30, 2017.
  - a. Comments were received from:

**Sandy Young, Applicant representative, members of the public and the Design Review Commission:**

Motion by Messina, seconded by Pereira, to move to the second meeting. The motion passed unanimously.

2. The second meeting with the applicant was held on April 20, 2017.
  - a. Comments were received from:

**Sandy Young, Applicant representative, members of the public and the Design Review Commission:**

Motion by Ingalls, seconded by Gore, to require a third meeting. Motion approved.

3. The Third/Final meeting with the applicant was held on May 11, 2017.
  - a. Comments were received from:

MOTION by, seconded by, to not require a third meeting, and approve the design as submitted.

**C. GUIDELINES THAT HAVE BEEN MET:** (*Write N/A for Not Applicable – add comments if necessary*)

**DESIGN GUIDELINES:**

**In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project.**

- *Curb Cuts: Width and Spacing.*
- *Sidewalks Along Street Frontages.*
- *Street Trees.*
- ~~*Grand Scale Trees.*~~
- *Walkways.*
- *Residential/Parking Lot Screening.*

- *Parking Lot Landscaping.*
- *Lighting.*
- *Screening of Service and Trash Areas.*
- *Screening of Rooftop Equipment.*
- *Entrance Visible from Street.*
- *Windows Facing Street.*
- *Treatment of Blank Walls.*

**D. DESIGN DEPARTURES:**

**None.**

**PROPOSED CONDITIONS**

**None.**

Motion by, seconded by, to approve the foregoing Record of Decision.

**ROLL CALL:**

Commissioner Lemmon	Voted
Commissioner Green	Voted
Commissioner Gore	Voted
Commissioner Messina	Voted
Alternate Commissioner Pereira	Voted
Alternate Commissioner Ward	Voted

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CHAIRMAN GEORGE IVES

STATE OF IDAHO)

) ss.

County of Kootenai)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the \_\_\_\_\_ of the Design Review Commission,

Respectively, of the City of Coeur d'Alene that executed the foregoing instrument and acknowledged to me that said Design Review Commission of the City of Coeur d'Alene executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_

Notary Public for \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Pursuant to Section 17.09.335A Appellate Body, "Final decisions of the Design Review Commission may be appealed to the City Council if an appeal is requested within 10 days after the record of decision has been issued. The appeal shall be in the form of a letter written to the Mayor and City Council and shall be filed with the Planning Director or his or her designee."

Section 17.09.340C, Lapse of Approval states that "Unless a different termination date is prescribed, the design approval shall terminate one year from the effective date of its granting unless substantial development or actual commencement of authorized activities has occurred. However, such period of time may be extended by the Design Review Commission for one year, without public notice, upon written request filed at any time before the approval has expired and upon a showing of unusual hardship not caused by the owner or applicant."

A copy of the Design Review Commission's Record of Decision Worksheet will be available upon request from the Planning Department at 208-769-2240.

## **RIGHT OF APPEAL**

**FINAL DECISIONS OF THE DESIGN REVIEW COMMISSION MAY BE APPEALED TO THE CITY COUNCIL. THE WRITTEN APPEAL MUST BE RECEIVED BY THE PLANNING DIRECTOR WITHIN TEN (10) DAYS AFTER THE WRITTEN RECORD OF DECISION IS DISTRIBUTED AS REQUIRED BY MUNICIPAL CODE SECTION 17.09.330(B). THE APPEAL MUST BE ACCOMPANIED BY THE APPEAL FEE AND STATE THE FILE NUMBER OF THE PROJECT BEING APPEALED.**

## **COMPLIANCE WITH APPROVED PLAN**

**ONCE APPROVED, THE PROJECT MUST BE DEVELOPED IN ACCORDANCE WITH THE APPROVED PLANS AND ALL CONDITIONS OF APPROVAL. IF THE DEVELOPMENT APPLICANT WISHES TO MODIFY THE DESIGN IN A SUBSTANTIAL MANNER OR SUBMITS AN APPLICATION FOR PERMIT APPROVAL THAT DOES NOT INCORPORATE ALL OF THE SUBSTANTIVE ELEMENTS OF THE APPROVED DESIGN, THE DEVELOPMENT APPLICANT MUST SUBMIT THE REVISED PLAN FOR DESIGN REVIEW AND APPROVAL. COMPLIANCE WITH THE APPROVED DESIGN WILL BE DETERMINED BY THE PLANNING DIRECTOR OR HIS OR HER DESIGNEE. THE RECORD OF DECISION WILL BE RECORDED SO THAT SUBSEQUENT OWNERS ARE MADE AWARE OF THE CONDITIONS OF APPROVAL.**

**DESIGN REVIEW COMMISSION  
STAFF REPORT**

FROM: TAMI STROUD, PLANNER  
DATE: MAY 11, 2017  
SUBJECT: DR-4-17: REQUEST FOR A SECOND MEETING WITH THE DESIGN REVIEW COMMISSION FOR A 360 SPACE PUBLIC PARKING GARAGE  
LOCATION: SOUTH SIDE OF COEUR D'ALENE AVENUE, BETWEEN 3<sup>RD</sup> AND 4TH STREETS AND THE NORTH SIDE OF THE ALLEY

<b>APPLICANT/ARCHITECT:</b> Monte Miller- Miller Stauffer Architects 601 E. Front Avenue, Suite 201 Coeur d'Alene, ID 83814	<b>OWNER:</b> Ignite CDA/City of Coeur d'Alene 105 N. 1 <sup>st</sup> Street, Suite 100 Coeur d'Alene, ID 83814
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**ACTION:** The Design Review Commission will provide feedback to the applicant and staff on how the applicable design guidelines affect and enhance the project. The DRC will provide direction to the applicant as the project progresses to the DRC Final meeting, and may suggest changes or recommendations to the proposed project. The Design Review Commission may also waive the Final meeting and render a decision during the Second meeting.

**DECISION POINT:** Miller Stauffer Architects on behalf of Ignite CDA and the City of Coeur d'Alene are requesting a Second meeting with the Design Review Commission for the design of 360 space, 4-story, public parking garage. The subject property is in the DC (Downtown Core) zoning district, which is required to comply with the Downtown Design Guidelines.

**A. SITE MAP:**



**B. STREET VIEW: INTERSECTION OF COEUR D ALENE AND 4<sup>TH</sup> STREET LOOKING SW**



**C. PROJECT ANALYSIS:**

The applicant is requesting a Second meeting with the Design Review Commission for a 360-space, four-story public parking garage. The proposed parking garage will have access on both 3<sup>rd</sup> Street and Coeur d'Alene Avenue. The street level will provide for canopies, faux display windows, accent colors and signage to screen the actual use, and soften the façade. The faux windows could be used to display public art or by local merchants to create a more interactive pedestrian environment. A space is reserved within the structure to potentially house a future commercial tenant at the street level along 3<sup>rd</sup> street. The structure is also designed to accommodate potential future pedestrian skybridges connecting the parking facility with the buildings on the north side of Coeur d'Alene Avenue as well as the buildings south of the alley.

The subject property is located within the Downtown Core (DC) zoning district. Any new project within the Downtown Core, south of the midblock of Lakeside/Coeur d'Alene requires Design Review Commission review and is subject to the Downtown Design Guidelines.

**On April 20, 2017, the Design Review Commission discussed the following items with regard to the proposed parking structure:**

- Setbacks along the streets,
- Materials used on the exterior of the building,
- Enhancing the exterior materials that are concrete, by adding a design or artwork,
- The "Blank Wall" requirements and treatment,
- Traffic control along 3<sup>rd</sup> and 4<sup>th</sup> Streets to access the parking structure.

Additionally, when the preliminary design was presented to ignite CDA, commissioners asked that the designers consider integrating some historical design components to tie it to existing buildings in the Downtown Core.

**Evaluation:**

The applicant's representative will provide updates to address the above-noted items.

**D. REQUESTED DESIGN DEPARTURES:**

None.

***Applicant's Narrative:***

Downtown Parking Design Review

Project Summary

Ignite CDA and the City of Coeur d'Alene are proposing to construct a four level 360 space public parking garage in the downtown core between 3<sup>rd</sup> and 4<sup>th</sup>, south of Coeur d'Alene Avenue. The structure will cover the entire half block north of the alley, and will have entrances off of 3<sup>rd</sup> Street and Coeur d'Alene Avenue. The structure is pulled back 5' from the west property line and 3' from the east property line to provide widened sidewalks and lessen the feel of the +/- 35' tall structure. The concrete structure will be an open parking garage design with natural ventilation. Two exit stairs, elevator towers will anchor the northeast and southwest corners. Brick will be a primary finish along with exposed concrete. Cutouts at the northwest and southwest corners will provide opportunity for landscaping and public art. The lower level will receive pedestrian friendly canopies, false windows, accent colors and signage to screen the actual use, soften the facade and direct users to the entrances.



**E. SITE PHOTOS:**

**VIEW FROM INTERSECTION OF 4<sup>th</sup> STREET AND COEUR D' ALENE AVENUE LOOKING SOUTH TOWARD THE SUBJECT PROPERTY**



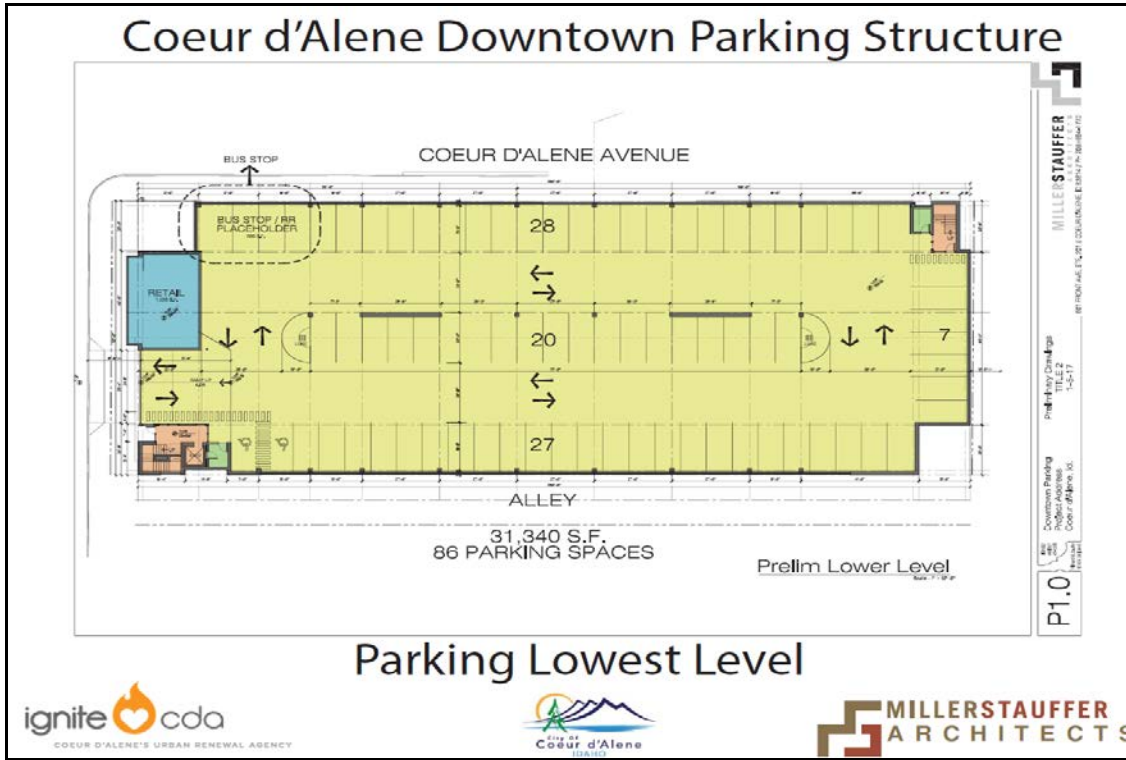
**LOOKING SOUTHWEST TOWARD SUBJECT PROPERTY:**



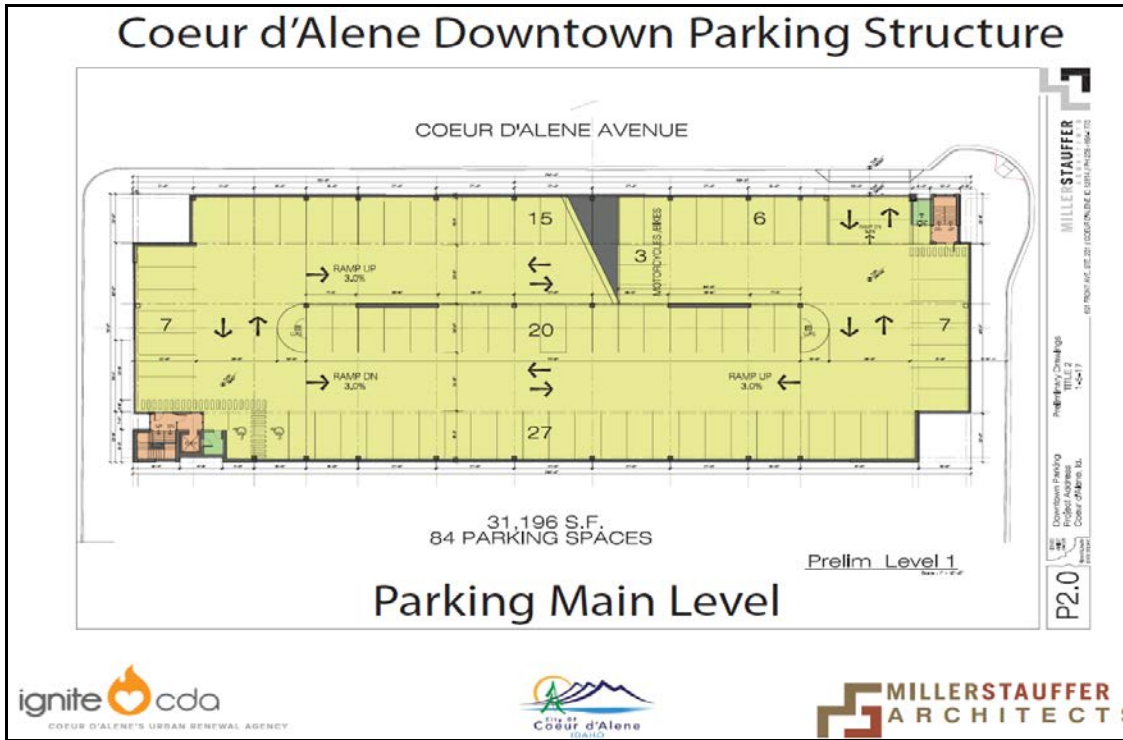
The applicant has provided updated information regarding the following items:

The site plan with major landscaped areas, parking, access, sidewalks and amenities; and elevations of the conceptual design for all sides of the proposal; and perspective sketches (but not finished renderings); and a conceptual model is strongly suggested (this can be a computer model).

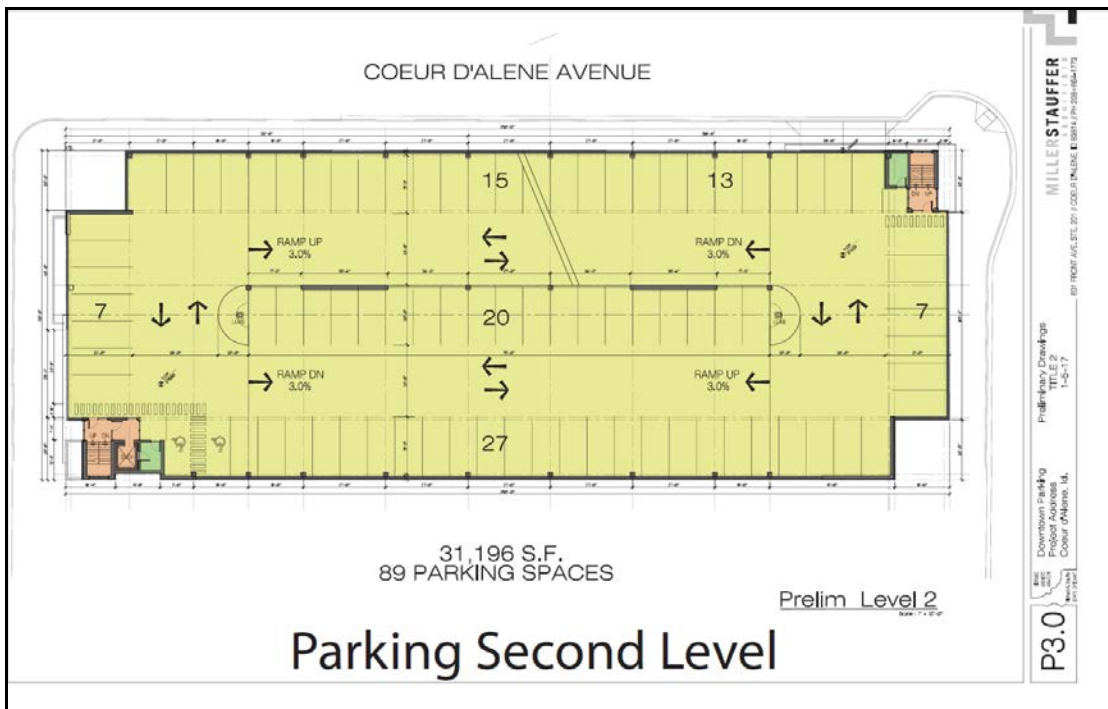
**OVERALL SITE PLAN: LOWER LEVEL**



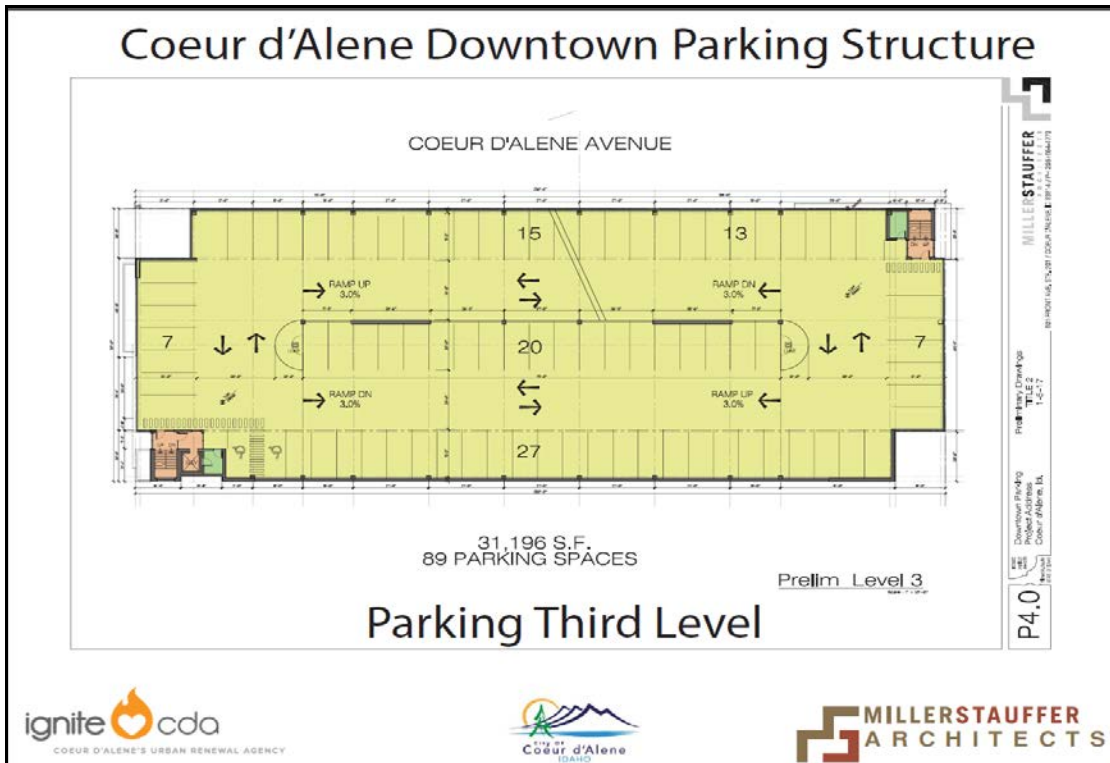
**OVERALL SITE PLAN: PARKING MAIN LEVEL**



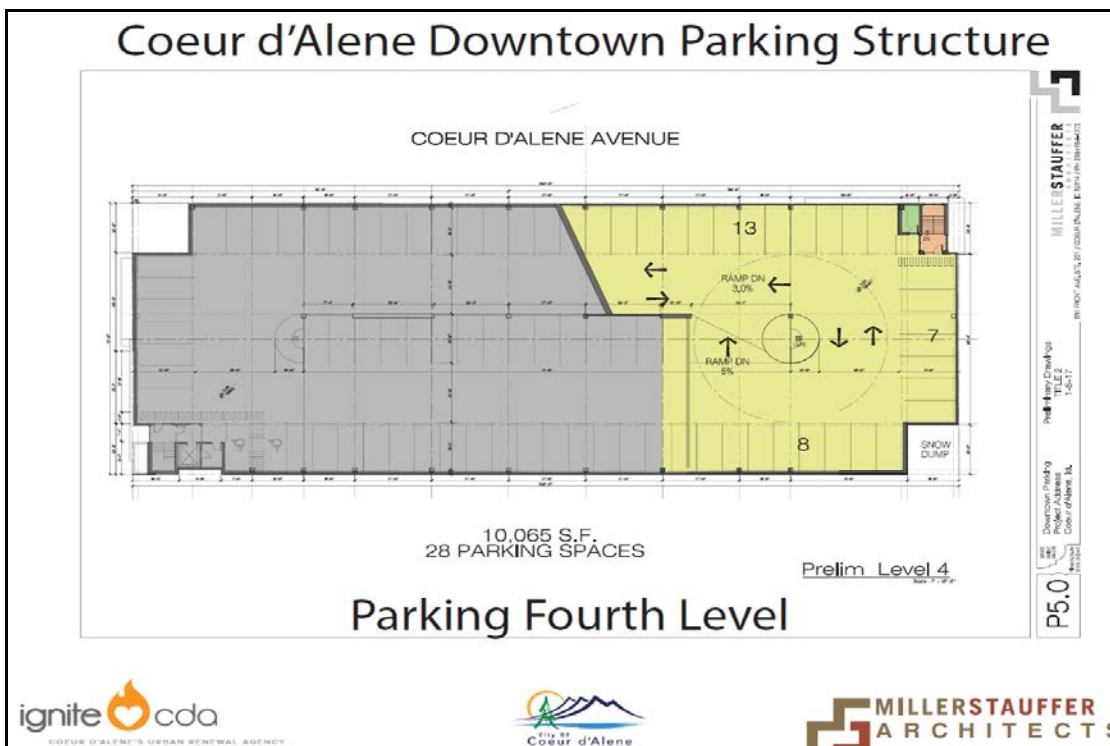
**OVERALL SITE PLAN: PARKING SECOND LEVEL**



**OVERALL SITE PLAN: PARKING THIRD LEVEL**



**OVERALL SITE PLAN: PARKING FOURTH LEVEL**



**RENDERINGS- 3<sup>RD</sup> STREET AND ALLEY (Looking Northeast):**



**RENDERINGS- 3<sup>RD</sup> STREET AND COEUR D'ALENE (Looking Southeast):**



RENDERINGS - VIEW FROM 3<sup>RD</sup> STREET (Looking East):



RENDERINGS- 3<sup>RD</sup> STREET AND COEUR D'ALENE AVENUE (Looking South from Adjacent Sidewalk):



RENDERINGS- VIEW FROM COEUR D'ALENE AVENUE AND 3<sup>rd</sup> STREET (Looking Southeast):



RENDERINGS- 4<sup>TH</sup> AND ALLEY (Looking Northwest):



**RENDERINGS- VIEW ALONG 4<sup>TH</sup> STREET (Looking Northwest):**



**RENDERINGS- 4<sup>TH</sup> STREET AND COEUR D'ALENE AVENUE (Looking Southwest):**





**RENDERINGS- 4<sup>TH</sup> STREET AND COEUR D'ALENE AVENUE (Looking Southwest from street level):**



**Downtown Design Guidelines for consideration are as follows:**

- *Location of Parking*
- *Screening of Parking Lots*
- *Parking Lot Landscaping*
- *Sidewalk Uses*
- *Width And Spacing of Curb Cuts*
- *Screening of Trash/Service Areas*
- *Lighting Intensity*
- *Gateways*
- *Maximum Setback*
- *Orientation To The Street*
- *Entrances*
- *Massing*
- *Ground Level Details*
- *Ground Floor Windows*
- *Weather Protection*
- *Treatment of Blank Walls*
- *Screening of Parking Structures*
- *Roof Edge*
- *Screening Of Rooftop Mechanical Equipment*
- *Unique Historic Features – relating new construction to context*
- *Integration of Signs with Architecture*
- *Creativity/Individuality Of Signs*

**17.09.325: COMPLIANCE WITH STANDARDS AND GUIDELINES:**

The applicant has the obligation to prove that the project complies with the adopted design standards and guidelines, which serve as the basis for the design review. The design review commission may not substitute the adopted standards and guidelines with other criteria of its own choosing. Nor may it merely express individual, personal opinions about the project and its merits. Nevertheless, it may apply its collective judgment to determine how well a project comports with the standards and guidelines and may impose conditions to ensure better or more effective compliance. It also must be recognized that there will be site specific conditions that need to be addressed by the commission as it deliberates. The commission is authorized to give direction to an applicant to rectify aspects of the design to bring it more into compliance. The commission is authorized to approve, approve with conditions or deny a design following the final meeting with the applicant. (Ord. 3328 §15, 2008: Ord. 3098 §5, 2003)

**During the final meeting with the Design Review Commission, discussion topics include:**

Refined site plan and elevations; large scale drawings of entry, street level façade, site amenities; samples of materials and colors; and finished perspective renderings.

The last step will be the Third and Final meeting with the Design Review Commission. The Design Review Commission may suggest changes or recommendations to the Applicant prior to the Third Meeting before rendering a decision to approve, approve with conditions, or deny the design.

**ACTION:** The Design Review Commission will provide feedback to the applicant and staff on how the applicable design guidelines affect and enhance the project. The DRC will provide direction to the applicant as the project progresses to the DRC Final meeting, and may suggest changes or recommendations to the proposed project. The DRC may also waive the Final meeting and render a decision during the Second meeting.




**APPLICANT'S  
NARRATIVE**


## Downtown Parking Design Review

### Project Summary

Ignite CDA and the City of Coeur d'Alene are proposing to construct a four level 360 space public parking garage in the downtown core between 3<sup>rd</sup> and 4<sup>th</sup>, south of Coeur d'Alene Avenue. The structure will cover the entire half block north of the alley, and will have entrances off of 3<sup>rd</sup> Street and Coeur d'Alene Avenue. The structure is pulled back 5' from the west property line and 3' from the east property line to provide widened sidewalks and lessen the feel of the +/- 35' tall structure. The concrete structure will be an open parking garage design with natural ventilation. Two exit stairs, elevator towers will anchor the northeast and southwest corners. Brick will be a primary finish along with exposed concrete. Cutouts at the northwest and southwest corners will provide opportunity for landscaping and public art. The lower level will receive pedestrian friendly canopies, false windows, accent colors and signage to screen the actual use, soften the facade and direct users to the entrances.



# **FINDINGS**



**COEUR D'ALENE DESIGN REVIEW COMMISSION  
FILE NUMBER DR-4-17  
RECORD OF DECISION**

**A. INTRODUCTION:**

Miller Stauffer Architects on behalf of Ignite CDA and the City of Coeur d'Alene are requesting a Second meeting with the Design Review Commission for the design of 360 space, 4-story, public parking garage. The subject property is in the DC (Downtown Core) zoning district, which is required to comply with the Downtown Design Guidelines.

**B. SUMMARY OF EVIDENCE RECEIVED:**

1. The first meeting with the applicant was held on April 20, 2017.
  - a. Comments were received from:

**Michael Walker, Applicant representative, members of the public and the Design Review Commission:**

Motion by Messina, seconded by Pereira, to move to a second meeting. The motion passed unanimously.

2. The second meeting with the applicant was held on May 11, 2017.
  - a. Comments were received from:

Motion by, seconded by, to require a third meeting. Motion approved.

3. The Third/Final meeting with the applicant was held on.
  - a. Comments were received from:

MOTION by, seconded by, to not require a third meeting, and approve the design as submitted.

**C. GUIDELINES THAT HAVE BEEN MET: (*Write N/A for Not Applicable – add comments if necessary*)**

**DESIGN GUIDELINES:**

In order to approve the request, the Design Review Commission will need to consider any applicable design guidelines for the proposed project.

- Location of Parking
- ~~Screening of Parking Lots~~
- ~~Parking Lot Landscaping~~
- Sidewalk Uses
- Width And Spacing of Curb Cuts
- Screening of Trash/Service Areas
- Lighting Intensity
- ~~Gateways~~

- *Maximum Setback*
- *Orientation To The Street*
- *Entrances*
- *Massing*
- *Ground Level Details*
- *Ground Floor Windows*
- *Weather Protection*
- *Treatment of Blank Walls*
- *Screening of Parking Structures*
- *Roof Edge*
- *Screening Of Rooftop Mechanical Equipment*
- *Unique Historic Features – relating new construction to context*
- *Integration of Signs with Architecture*
- *Creativity/Individuality Of Signs*

**D. DESIGN DEPARTURES:**

**None.**

**PROPOSED CONDITIONS**

**None.**

Motion by, seconded by, to approve the foregoing Record of Decision.

**ROLL CALL:**

Commissioner Lemmon	Voted
Commissioner Green	Voted
Commissioner Gore	Voted
Commissioner Messina	Voted
Alternate Commissioner Pereira	Voted
Alternate Commissioner Ward	Voted

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CHAIRMAN GEORGE IVES

STATE OF IDAHO)

) ss.

County of Kootenai)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known to me to be the \_\_\_\_\_ of the Design Review Commission,

Respectively, of the City of Coeur d'Alene that executed the foregoing instrument and acknowledged to me that said Design Review Commission of the City of Coeur d'Alene executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_

Notary Public for \_\_\_\_\_

Residing at \_\_\_\_\_

My Commission expires: \_\_\_\_\_

Pursuant to Section 17.09.335A Appellate Body, "Final decisions of the Design Review Commission may be appealed to the City Council if an appeal is requested within 10 days after the record of decision has been issued. The appeal shall be in the form of a letter written to the Mayor and City Council and shall be filed with the Planning Director or his or her designee."

Section 17.09.340C, Lapse of Approval states that "Unless a different termination date is prescribed, the design approval shall terminate one year from the effective date of its granting unless substantial development or actual commencement of authorized activities has occurred. However, such period of time may be extended by the Design Review Commission for one year, without public notice, upon written request filed at any time before the approval has expired and upon a showing of unusual hardship not caused by the owner or applicant."

A copy of the Design Review Commission's Record of Decision Worksheet will be available upon request from the Planning Department at 208-769-2240.



## **RIGHT OF APPEAL**

**FINAL DECISIONS OF THE DESIGN REVIEW COMMISSION MAY BE APPEALED TO THE CITY COUNCIL. THE WRITTEN APPEAL MUST BE RECEIVED BY THE PLANNING DIRECTOR WITHIN TEN (10) DAYS AFTER THE WRITTEN RECORD OF DECISION IS DISTRIBUTED AS REQUIRED BY MUNICIPAL CODE SECTION 17.09.330(B). THE APPEAL MUST BE ACCOMPANIED BY THE APPEAL FEE AND STATE THE FILE NUMBER OF THE PROJECT BEING APPEALED.**

## **COMPLIANCE WITH APPROVED PLAN**

**ONCE APPROVED, THE PROJECT MUST BE DEVELOPED IN ACCORDANCE WITH THE APPROVED PLANS AND ALL CONDITIONS OF APPROVAL. IF THE DEVELOPMENT APPLICANT WISHES TO MODIFY THE DESIGN IN A SUBSTANTIAL MANNER OR SUBMITS AN APPLICATION FOR PERMIT APPROVAL THAT DOES NOT INCORPORATE ALL OF THE SUBSTANTIVE ELEMENTS OF THE APPROVED DESIGN, THE DEVELOPMENT APPLICANT MUST SUBMIT THE REVISED PLAN FOR DESIGN REVIEW AND APPROVAL. COMPLIANCE WITH THE APPROVED DESIGN WILL BE DETERMINED BY THE PLANNING DIRECTOR OR HIS OR HER DESIGNEE. THE RECORD OF DECISION WILL BE RECORDED SO THAT SUBSEQUENT OWNERS ARE MADE AWARE OF THE CONDITIONS OF APPROVAL.**